United States Bankruptcy Court
Northern District of Illinois

Electronic Case Filing Help Desk

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Clearing temporary files in Internet Explorer

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The Clerk's Office has a Help Desk to answer questions while you're filing documents in the Electronic Case Files system. Call and a court staff member will be there to answer your questions:

(312) 408-7765
Hours:
8:30am - 5:00pm

You can also send an email to:

ecf_train@ilnb.uscourts.gov

Need to speak with someone at the court about a non-ECF matter? Here are some important telephone numbers for you:

All general information and question regarding filing cases call:

(312) 435-5694 (Chicago)
(815) 987-4350 (Rockford)

If you have questions about a specific case, other than how to file electronically, you can call the case management team. Cases are assigned according to the last digit of the case number. Check the court's telephone list on the website at www.ilnb.uscourts.gov for the case management team's phone number.

For questions related to hearings/trials, please contact the judge's secretary or courtroom deputy.

Register for Public Access to Court Electronic Records (PACER) to view case files over the internet call:
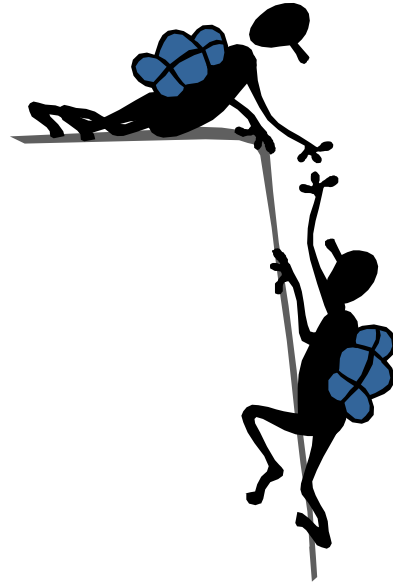
(800) 676-6856
www.pacer.psc.uscourts.gov

Clearing Cache in Netscape

1. *Launch* Netscape

2. Click *Edit* on toolbar

3. Click *Preference*

4. Double Click *Advance*

5. Click *Cache*

6. Click *Clear Memory Cache*

7. Click *Clear Disk Cache*

8. Click *OK*

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Clearing Temporary File in Internet Explorer

1. *Launch* Internet Explorer

2. Click *Tools* on toolbar

3. Click *Internet Options*

4. Click *Delete Files*

5. Click *OK*

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Helpful Hints in Working
with PDF Documents

Saving a Document

1.   Create document in Word, Wordperfect or complete fillable PDF
2.   Select File>Print
3.   Select Acobat Distiller or Acrobat PDF Writer from the list of printers
4.   Click Print
5.   Name file
6.   Click Save

Combining two PDF files

1.   Open one of the two files
2.   Select Document from toolbar
3.   Click Pages
4.   Click Insert
5.   Open second file
6.   Choice if you want to insert the file Before or After
7.   Click OK
8.   Save file

Deleting a Page

1.   Open file
2.   Select Document
3.   Select Pages
4.   Select Delete
5.   Insert page number to be deleted
6.   Click Yes to delete page

Extracting a Page

1.   Open file
2.   Select Document
3.   Select Pages
4.   Select Extract
5.   Insert page number to be extracted
6.   Click Yes
7.   A new file will open with the extracted page (the original file will still contain the extracted page)

Rotating a Page

1.   Open file
2.   Select Document
3.   Select Pages
4.   Select Rotate
5.   Select direction to rotate
6.   Insert page number to rotate
7.   Click OK

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Scanner Settings

Scanned documents should not exceed 50 pages per PDF file or must be less than 2 megabytes (MB) in size. Files that exceed 50 scanned pages must be broken into multiple smaller files.

If your scanned document is less than 50 pages and more than 2(MB) in size, adjust your scanner settings to:

1.   Black and white mode

2.   Density/resolution to 300 dots per inch

3.   Page size to default to 8.5'x11"

If after adjusting your scanner settings, your document is more than 2 (MB) in size, contact the ECF Help Desk.

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Pop-Up Blocker

This feature blocks most unwanted pop-up windows/ads from appearing. You have the ability to permit some pop-up windows to appear and block others.

There are two windows in CM/ECF that are considered pop-up windows. The <u>Run Judge/Trustee Assignment</u> window and the <u>Pay.gov</u> window. You will need to set up your computer to allow these pop-up windows. Contact your internet provider for instructions on setting your computer to permit these pop-up window.
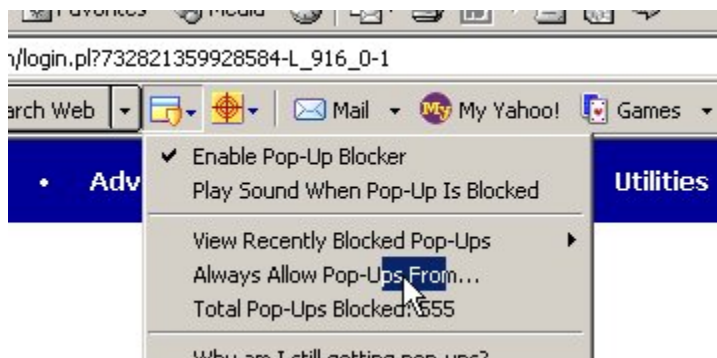
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Yahoo bar!

Permanent exception for a site

1. Click on the "Square and Shield" Icon.

2. Click on the "Allways allow popups from"

3. Highlight the system (ecf.ilnb.uscourts.gov), and click allow. NOTE THE EXAMPLE IS FROM TEST..USE ecf.ilnb.uscourts.gov

Disable all blocking of popups

1. Click on the icon, and then click on Enable Pop-Up Blocker to disable.

If it's disabled, you will see the icon "greyed" out.

Temporarily Allow

1. Hold down the shift key, and then click on the link.

egal Research

Law Dictionary
LexisNexis
Medical Dictionary

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